



Field Trip Information & Policies

Thank you for your interest in field trip to NMWC! Please read the following Program Information & Policies. A completed and signed copy of the Guided Tour Request Form must be sent to:

New Mexico Wildlife Center, 19 Wheat St, Espanola, NM 87532
email: education@newmexicowildlifecenter.org
phone: (505) 753-9505

Guided tours at New Mexico Wildlife Center include a one-hour guided tour of our DePonte Family Wildlife Walk and a visit with one of our Ambassador Animals.

Guided tour programs are \$75-200/hour. Our Education Team will provide you with a program estimate upon receipt of the request form.

Reservations: Schedule early to help ensure your preferred date and time. All reservations are made on a “first-come, first-served” basis. **Two weeks advance registration is required.** Reservations are confirmed only when you receive an email from our education staff in response to your completed request form.

Payments: Payment is due in full by the day of the program. Checks, cash or credit card (MasterCard or VISA) accepted. Please contact us directly if your organization requires a different payment method. Make checks payable to NMWC. Persons scheduling programs are responsible for all fees. Checks returned for insufficient funds will be charged an additional \$35 fee.

Cancellations & Refunds: No refunds will be provided for events cancelled by the scheduling group. A full refund will be provided in the event that NMWC must cancel a program and no alternative date can be scheduled.

Size: Tours can have a maximum of 45 total participants, children and adult chaperones included. A refund will not be given if fewer participants attend the program than confirmed. **We require 1 adult chaperone per 10 children.** Adult chaperones are responsible for supervision and must remain with the children at all times.

Weather: Programs are delivered in rain or shine. If the NMWC staff determines the conditions are unsafe, your program will be rescheduled.

I have read, understand and agree to the terms on this page. The New Mexico Wildlife Center, its officers, volunteers, employees and any cosponsor of the activity shall be held harmless from and against all liability for accident or injury to participants arising out of participation in this program.

Signature: _____ Date: _____

Printed Name: _____



Field Trip Request Form

Contact Person

Contact Phone

Contact E-mail

Date Requested (1st, 2nd, 3rd choice): Time Requested (between 10-3):

Number of Adults

Number of Children

Transportation to Site bus cars (enter number of cars)

Are there any animals you would prefer we not include during the program?

Owls Snakes Other: _____

This field trip is for a (check one):

School

| | |
|--------------------------------------------------------------|-------------------------------------------------|
| Name of School | <input type="text"/> |
| School District | <input type="text"/> |
| Teacher <small>(if different from contact person)</small> | <input type="text"/> Grade <input type="text"/> |

Group/Organization

| | |
|-----------------------|-----------------------------------------------------|
| Name of Group/Org | <input type="text"/> |
| Organization Address | <input type="text"/> |
| Location (City/State) | <input type="text"/> Age Range <input type="text"/> |
| Description of Group | <input type="text"/> |

Other